

Library Cards for Nonresidents

Policy Statement

The Beaumont Public Library System issues library cards to nonresidents to encourage free exchange of information, recreation, entertainment and a joy of life long learning.

Definition

A nonresident is defined as a person living outside the Beaumont city limits.

Regulations

Nonresident adults and children (under the age of 18) are charged an annual fee of \$25.00 for a total of five items on the patron record (individual card) or \$40.00 for a total of ten items on the patron record (family card).

To upgrade from an individual card (\$25) to a family card (\$40) the nonresident patron pays the \$15.00 difference. The expiration date does not change.

A photo ID with proof of residency is required. Acceptable identification can include Texas Driver's License and Texas Identification card. Out-of-state library users are required to provide a current driver's license or state identification card with a photo from the state of residence. The library will make a photocopy of the identification presented.

A post office box may be used as the mailing address if the appropriate identification is provided with the home address.

To determine if an applicant's address is within the Beaumont city limits the circulation staff uses the website for the Jefferson County Appraisal District – JCAD.org – as the authority.

A parent or legal guardian must be in the library to complete the application for a child/young adult under the age of 18. A parent or legal guardian must present a photo ID with proof of residency for address verification. A teacher, day care provider or family friend may not provide address verification when a child/young adult applies for a library card.

Nonresident borrower types include nonresident individual and nonresident family. If it is a youth card – it is written on the card.

The main library of the Beaumont Public Library System retains the library card applications for all library branches. The circulation staff of the main library maintains and discards the applications when new applications are received.

If a library card is lost the card must be reported lost to any circulating library in the system. There is a twenty-four hour waiting period before a new card will be

issued at a cost of \$1.00. A picture ID is required when issuing a new card. If a library card is stolen the twenty-four hour waiting period is waived. The card holder must then present a valid picture ID and pay \$1.00 for the replacement of the card.

A change of address must be reported to one of the circulating libraries. The card holder must present valid identification with a current address.

A library card must be presented when borrowing materials.

If a nonresident borrower moves into the Beaumont city limits a refund is not issued.

The data collected from nonresident card use is the number of cards issued, the fees taken in when the card is purchased, and the number of library materials borrowed each month.

The library will not acknowledge that a person has a library card unless a court order is presented to the library director. The library director may then consult with the city attorney.

Approved by the Library Commission

3/5/09

Date